

CONFIDENTIAL

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21 January 1955

MEMORANDUM FOR: Special Assistant to Deputy Director (Administration)

FROM: Executive Officer/Security Office

SUBJECT: Security of Tunnel between South and
Administration Buildings

1. Pursuant to your telephonic inquiry last month concerning plans for the security of the tunnel between South and Administration Buildings, the following information is submitted.
2. It is planned to restrict the use of the tunnel to the DCI and those members of his staff designated by him. The tunnel will be secured by locked doors at each end. Keys will be issued to staff members designated by the DCI and their distribution will be recorded and controlled by a member of the Security Office. The side of each door facing inside the tunnel will be equipped with panic bars to preclude the possibility of anyone being locked within the tunnel. The doors will be equipped with door checks to insure their closing and locking after each opening.
3. Periodic inspections will be made of the locking mechanism of the doors by members of the Security Office to insure their being in proper working order.
4. The tunnel opening in South Building is immediately adjacent to the elevator and traffic from and to the tunnel will be by means of the elevator.
5. This Office has been advised by a representative of the Logistics Office that installation of the doors will not be accomplished for approximately two months. During this interval, the ends of the tunnel will be secured by padlocked barricades.

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